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From: Wu, Jennifer
To: Croxton, Dave; Carlin, Jayne; Woodruff, Leigh; Fullagar, Jill; Mann, Laurie
CC: Gable, Kelly; Byrne, Jennifer
Sent: 1/8/2014 2:02:39 PM
Subject: Getting organized for EPA HQ meeting next week
Attachments: Oregon Litigation Diagram 10.19.12.pptx

Hi Everyone - I thought it would be useful to sum up my thoughts on where we are with the EPA HQ planning, and if you all have anything to add, let me know. Laurie has gotten us really far already, so hopefully, we're in good shape

1) Finishing up agenda

- * On 1/7, Dave sent John and Eric our potential topics for their feedback.
- * After getting their feedback and passing onto the group/unit, I'll work with Dave to get it into an agenda-like format.
- * We'll send to the group for final okay, go through another round with John and Eric, then finalize.

2) Prep materials for meeting

- * Each state lead (with Jill - defacto all-state list lead) will put together ~1-2 page briefing paper for HQ for each of our states.
- * We can ask ORC to use a spreadsheet for ongoing and potential litigation. I can work with ORC on this. *(Note: attached above is what I put together for Oregon in 10/2012. ORC thought it was confusing and had a simpler XL spreadsheet they used for tracking ongoing litigation. That might be easier and not require reading glasses, though less colorful!)*
- * We can work as a group on any other briefing papers that might be necessary (e.g., natl conditions, etc).

3) Logistics

- * We have rooms and a conference line reserved.
- * I'll arrange lunch on Wednesday and happy hour on Thursday.

There are a few other odds and ends that we can figure out as we go along, but I think this covers the biggies. If there's anything you want to add, feel free to let me know. - Jenny